

PRESCRIBING AN INFORMATION MANAGEMENT TOOL (IMT)

As of 3/24/06

When a requirement exists for an IMT, the originating OPR prescribes it in a standard or specialized directive publication.

- The prescribing publication:
 - Directs organizations and individuals to use the IMT unless instructions specify otherwise.
 - Cites the IMT designator, number, and long title, (e.g., AF IMT 673, **Request to Issue Publication**) the first time the IMT is mentioned. Thereafter, only the designation and number is cited (e.g., AF Form 673), unless the title would clarify the text.
 - States the purpose of the IMT, and if necessary how to complete it, the number of copies, and when and where to submit the copies.
 - Explains where to submit requisitions for a supply of IMTs if the source of supply is other than the standard distribution system.
 - List “IMT Prescribed” and “IMT Adopted” in the last paragraph of the publication, just before Attachment 1, on the Air Force IMT 673 (Section III), and in the table of contents.